



DEPARTMENT OF THE ARMY  
HEADQUARTERS, WARRIOR FORGE  
BOX 339543  
FORT LEWIS, WA 98433-9543

reply to  
ATTENTION OF:

WF-S1

24 April 2006

MEMORANDUM FOR Warrior Forge (WF) All

SUBJECT: Warrior Forge BULLETIN #1

**1. General Information.**

a. **WARRIOR FORGE TOC:** The Warrior Forge TOC in Building 11D39 operates 24 hours a day during WF. The WF TOC Operations telephone numbers are 967-1767 and 967-6449. The WF TOC Operations Office is on the second floor of building 11D39.

b. **Warrior Forge Commander's 2LT Welcome Brief:** All WF 2LTs **are required** to attend the Commander's Welcome Brief given at Bldg 11D39, or designated location. The WF S1 in coordination with the WF IG will schedule all 2LTs to attend the earliest briefing date upon arrival at Ft Lewis. Regimental TAC Officers, Committee Chiefs and Staff Chiefs will ensure each 2LT assigned to their elements attends the briefings as scheduled. The tentative schedule for the Commander's 2LT Welcome Brief:

<u>Briefing Date/Time:</u>	<u>Location:</u>
10 May / 0900	Bldg 1010
18 May / 0900	Bldg 1010
30 May / 0900	ROTC Chapel
31 May / 1300	ROTC Chapel
02 Jun / 0900	ROTC Chapel
05 Jun / 0900	Bldg 11D39
09 Jun / 0900	ROTC Chapel
13 Jun / 0900	Bldg 11D39
16 Jun / 0900	ROTC Chapel
20 Jun / 0900	11D39
24 Jun / 1000	11D39
27 Jun / 1300	11D39
29 Jun / 0900	11D39
03 Jul / 0900	11D39
07 Jul / 0900	TBD

c. All WF 2LTs assigned to a WF Staff Sections will attend TAC Staff School with Regimental and Tactical Committee Cadre. This training will allow effective and rapid re-assignment of staff 2LTs to fill critical vacancies in Regiments and Training Committees. The WF Training Division in coordination with the WF S1 will assign TAC Staff School training dates for all WF Staff 2LTs.

d. Highlights of Ft. Lewis Policies and Rules:

- (1) PT Route Closures are strictly enforced. Do Not Cross PT Route Closure Barriers at anytime. Find a detour or wait until after the posted PT Closure hours.
- (2) Reflective Belt: Fort Lewis policy requires a reflective belt be worn when running outdoors on-post. The reflective belt will be worn while wearing IPFU or civilian physical training clothing.
- (3) Headphones: Running or walking outdoors while wearing headphones is prohibited on Fort Lewis.
- (4) Cell phone use without a hand-free device while driving on Ft. Lewis is prohibited.
- (5) Helmet and reflective belt are required when riding a bicycle on Ft. Lewis.
- (6) Privately Owned Weapons must be registered with the Provost Marshall Office.  
(Note: Cadet Command Personnel are not permitted to bring Privately Owned Firearms to WF.)
- (7) Washington Blood Alcohol Content Level is .08. Both Ft. Lewis and Washington Law Enforcement Authorities conduct aggressive Anti-DWI Patrols.

e. Ft. Lewis Official Information web site: <https://ft.lewis.army.mil/index.shtml>

f. Off Limits Areas: <https://ft.lewis.army.mil/sqs/policy/pdf/offlimits.pdf>

Tacoma:

Ginseng Spa 125888 Pacific Highway SW  
 Royal Steam Bath 9324 ½ South Tacoma Way  
 Shanghai Sauna 12507 Pacific Highway SW

Federal Way:

Café Arizona 2012 S. 320<sup>th</sup> Str.

Seattle Area:

Club NAF 6327 West Marginal Way  
 Studio B/Club FX 333 Elliot Way  
 United State of Consciousness and all USC Events P.O. Box 13350 Des Moines WA

g. Warrior Forge Uniform Policy: Refer to Warrior Forge Command Policy Letter #8.

(1) The cadre uniform for Warrior Forge is either ACU or BDU with sleeves down and appropriate TA-50. Cadre are authorized to wear some ACU ensemble items with the BDU and may wear BDU (Woodland Pattern) outer garments with the ACU. Cadre will wear the US Army Black Beret when in the garrison/regimental area and either patrol cap or kevlar helmet while on training sites. Camelbacks and green jungle boots are not authorized for wear during Warrior Forge by either cadets or cadre. See Warrior Forge Policy Letter #8 dated 01 March 2006 and Warrior Forge 2006 SOP.

(2) IPFU may be worn in Ft Lewis facilities (e.g. PX and Commissary). IPFU ensemble items may be worn with civilian clothing (e.g. IPFU jacket may be worn in lieu of a civilian windbreaker). When conducting Physical Training the reflective belt must be worn with the IPFU.

h. Warrior Forge Tobacco Use Policy: Refer to Warrior Forge Command Policy Letter #12.

(1.) Cadets are not authorized possession or use of tobacco products during Warrior Forge. Although Army policies permit smoking and tobacco use in designated areas, it is the decision of the Warrior Forge Commander to prohibit cadet use of tobacco in any form during the Warrior Forge training cycle.

(2.) Cadre are not permitted to smoke or otherwise use any tobacco products in the presence of or within sight of cadets nor use tobacco while on committee training sites during

Warrior Forge. There is neither smoking nor tobacco use of any kind allowed in buildings or tentage used as offices, workplaces, storage areas or training sites for Warrior Forge. There is no smoking in the billets on North Fort Lewis Billets.

i. Warrior Forge Policy Letters are available on the Western Region Web Site on the Warrior Forge Page. [http://www.usaac.army.mil/accw/tng\\_s1docs.htm](http://www.usaac.army.mil/accw/tng_s1docs.htm)

j. USO SEA-TAC Airport (24 Hours): Located on the Airport Mezzanine Level, (206) 433-5438

k. Arrival at SEA-TAC: Locate Warrior Forge Reception Team (Baggage Claim Area).

- (1.) Operational 0800-2400 (Peak Days), 0800-2000 (Non-Peak). Group Transportation to Ft. Lewis will be provided.
- (2.) When WF Reception Team is NOT operational take the commercial airport shuttle operated by the KITSAP AIRPORTER, 360-876-1737 or 1-800-562-7948 (cost: approximately \$20.00) to Ft. Lewis Lodge on main post. Contact the Warrior Forge TOC at 967-1767/6449 upon arrival at Ft. Lewis.

l. Arrival at Ft. Lewis via POV, GSA Vehicle or Rental Car.

- (1.) Active Duty, Retiree, GS Civilian- POV with Current DoD Decal or GSA Vehicle. Enter through North Ft. Lewis Gate. Present CAC ID or Retiree ID, TDY Orders (AD and GS) to Security Forces. Follow signs to Bldg 11D39.
- (2.) Active Duty, Retiree, GS Civilian- POV with NO or expired DoD Decal. Enter through Main Gate. Stop at visitor center. Present CAC ID, Current Vehicle Registration and Insurance Card. You will receive a temporary installation pass. Depart visitor center enter the North Ft. Lewis Gate follow signs to 11D39. At WF In-Processing you will receive a Temporary Installation Pass for the duration of your WF Deployment.
- (3.) COMTek Employee- POV or Rental Car. Enter through Main Gate. Stop at visitor center. Present CAC Contractor ID or other Photo ID, Current Vehicle Registration and Insurance Card. Security Forces will verify Name, Company, and Association with USACC based on a WF Roster provided by HQ Western Region. You will receive a temporary installation pass. Depart visitor center enter the North Ft. Lewis Gate follow signs to 11D39. At WF In-Processing you will receive a Temporary Installation Pass for the duration of your WF Deployment.
- (4.) Active Duty, Retiree, GS Civilian- Rental Car. Enter through North Ft. Lewis Gate. Present CAC ID or Retiree ID, and Vehicle Rental Agreement to Security Forces. Follow signs to Bldg 11D39.

m. The 14<sup>th</sup> Annual Triathlon Series will be held on Ft. Lewis on 24 June, 15 July, and 19 Aug. This event will be held on North Ft. Lewis and may cause traffic diversions and/or obstructions during the event. Those interested in competing in this event should visit the Ft. Lewis MWR web site (see paragraph 13 below) or see the WF S1 for details.

## **2. Personnel and Administration.**

a. Postal Operations:

(1) The WF mailroom (Building 11D7) provides services for Warrior Forge Regiments, Committees and Staff Sections. The complete mailing address is:

**RANK – NAME  
ROTC Warrior Forge 2006  
Your Committee/Regiment/Section  
Box 339543  
Fort Lewis, WA 98433-9543**

NOTE: Cadets will include their Company and Platoon on the same line with their Regiment Number (example: 1st Regiment, A Co. 1<sup>st</sup> Plt.)

(2) Warrior Forge Postal Section hours of operation are:

Mail Call (mail orderlies)	Mon-Fri 1400-1800	Sat 1130-1400
Redirect	Mon-Fri 1400-1800	Sat 1130-1400
Mail Room	Mon-Fri 1400-1800	Sat 1130-1400
Drop Box Pick Up	Mon-Sat 0900	

(3) Register and Certified Mail: All personnel must personally pick up their accountable mail (registered, certified) as soon as possible. Accountable mail will be returned to sender after 5 days.

(4) Each Committee/Regiment/Staff Section Chief will appoint at least two mail orderlies. These orderlies must receive a mandatory postal briefing and be certified to handle US Mail. This briefing will be given Monday thru Saturday, 1300 in Bldg 11D39. A Ft. Lewis postal representative will present the briefings. Classes will be given until all mail orderlies are assigned to their Committee/Regiment/Staff Section. The first class will start on the 24<sup>th</sup> of May. The mailroom number is 967-3245.

(5) Official Mail may not be used to ship personal property. US Government Property (i.e. TA-50) may be shipped using official mail under exception to policy procedures, such as a cadet who is commissioning following WF and proceeding immediately to an active duty assignment. The individual must be on official follow-on orders preventing return to last duty station. An exception to policy memorandum attesting to the validity and necessity of the requirement to use official mail to ship individual equipment must be approved and signed by the first O-5 in the Warrior Forge Chain of Command. The package will be inspected by the postal clerk and will be rejected if the package contains anything other than US Government property.

(6) OFFICIAL MAIL PROCEDURE: Mail must be sent in the following format if it is to be considered OFFICIAL MAIL. No hand written envelopes will be accepted for official mail. The sender's address must be typed on the label or envelope with the first line stating "Department of the Army" and the last line stating "Official Business". The addressee must be typed on a label and only a manila or white envelope is authorized. See the example below:

DEPARTMENT OF THE ARMY  
RANK AND NAME  
HEADQUARTERS, WARRIOR FORGE  
SECTION/STAFF ELEMENT  
BOX 339543  
FORT LEWIS, WA 98433-9543

OFFICIAL BUSINESS

TO ADDRESSEE **TYPED** ON LABEL

(7) The Warrior Forge Mail Room must be notified by the losing organization/section when cadre or cadets switch assignments/regiments during WF.

(8) Stamps are available at all AAFES Exchanges, Cadet PX (Building 9D21), North Ft Lewis Shoppette and the Fort Lewis Main Post Office (Utah Ave behind the Thrift Shop).

(9) Mailing Cadet Personal Items: Cadet personal items will not be mailed through the Official Mail channels. If a cadet departs WF and leaves personal items behind the Region LNO will call the cadet's school and ask them to contact the cadet to get the cost of postage prior to mailing.

b. Distribution Center: The WF S-1 Distribution Center located in Building 11D32 is open from 0730- 1730 hours. Reproduction and distribution services are available. See WF 2006 SOP Section B for instructions and required supporting documentation.

c. WF Bulletin Notices: Regiments/Committees/Sections will submit items for the WF bulletin to the WF S-1 Office, Bldg 11D39. Requests to publish will include the originator and the POC. Bulletins after the first issue will be published on an as required basis. POC for the WF bulletin is the WF Adjutant 967-2543/2182.

d. All Western Region active duty personnel should update your casualty documents (record of emergency date and serviceman's group life insurance). Don't wait for your annual record birth month and audit and have to do it by mail and phone. Contact SSG Ridley for an appointment at 967-2181. (Building 1010/Western Region Headquarters).

e. Legal Assistance: The Fort Lewis Legal Assistance Office is located in building 2027A, 2d Floor, Room A214, corner of 8<sup>th</sup> and Liggett Ave. Provides services in the areas of family law, contracts, consumer rights, and soldiers and sailor's civil relief matters. Power of Attorney and notary services are provided Monday through Wednesday, Friday from 0900-1700 and Thursday 1300-1700 on a walk-in basis. Will interviews are conducted for family members on a walk-in basis. Full range of Legal Assistance services are provided on a walk-in basis. Call 967-0198 for information.

f. Emergency Leave: Emergency leave may be granted during WF when a personal emergency exists. Such leave is chargeable. To be classified as emergency leave; the emergency situation must exist in the service member's immediate family or the immediate family of the service member's spouse. The condition must be certified by the Red Cross.

(1) Procedures: Once a WF cadre member is notified that an emergency requiring his/her presence, the soldier must take the following steps:

Step 1. Notify his/her immediate supervisor.

Step 2. Complete a DA 31, PART I (blocks 2-11) and have his/her supervisor check the approval box and sign below the box in block number 12.

Step 3. Have the DA 31 signed by his/her leave approving authority, the service member's first Colonel (0-6) within his/her WF chain of command. The approving authority signs in block 13 along with his/her title.

Step 4. Bring the completed and signed DA 31 to the WF S-1 for authentication, tracking, and personnel accountability.

Step 5. Sign out and turn in quarters key to WF S-1 during duty hours (0800-1700) and to the TOC duty officer after duty hours.

Step 6. Upon returning, the soldier will report to WF S-1 and sign in from leave and return to duty.

NOTE: If the soldier will not return to WF to complete TDY, the service member must out-process and sign out through the WF S-1 and turn in their key to billeting prior to departure.

g. Ordinary Leave under Emergency Conditions: If the service member requires ordinary leave under emergency conditions, the soldier's Region HQ is the approving authority, in conjunction with the soldier's 0-5 level staff chief, RTO, or committee chief and first Colonel (0-6) within his/her WF chain of command. If the leave is approved, the region must provide a replacement if the individual will not return to WF. The Region LNO will effect coordination between the Region HQ, the losing WF Element and the WF S-1.

h. Fax Machine: The WF S-1 (2LT Accessions) (Bldg 11D39) has a fax machine available for Incoming faxes only. The fax number is (253) 967-7716. (Note: this is a Class C telephone line) This number and fax service will be available after 20 May 2006. Prior to 20 May 2006 send all faxes to Western Region S-1 at 253-967-9809.

i. Warrior Forge Signature Blocks:

STEVEN R. CORBETT  
COL, IN  
Warrior Forge Commander

DAN B. PATTERSON  
DAC, GS-13  
Warrior Forge Chief of Staff

MICHEAL R. JOHNSON  
COL, AR  
Deputy Warrior Forge Commander

JAMES M. HOUSE  
COL, IN  
Warrior Forge Commandant of Cadets

ROBERT W. KLINE  
COL, IN  
Deputy Warrior Forge Commander

JOHN N. HANSEN  
LTC, IN  
ACofS S-1/Adjutant

### **3. Medical.**

a. Sick call for all DEERS/TRICARE eligible beneficiaries and cadets is at Warrior Forge Clinic (Building 11D02), located on F Str. and 22<sup>nd</sup> Str. on North Fort Lewis, and will be operational for ROTC Warrior Forge beginning 30 May 2006. Warrior Forge Clinic (11D2) will be the entry point for all routine medical and dental care for both Warrior Forge Cadre and Cadets.

Hours for Sick Call at WARRIOR FORGE CLINIC (11D2):

0830-1130 (Cadre and support staff only, ID Card required)

0530-0830 & 1700-1900 (Cadets only, DD Form 689 sick call slip and ID Card required)

b. Medical support will be available for urgent care 24 hours a day at Warrior Forge Clinic (11D2). Medical providers are in the clinic from 0530 – 2230 and a medical officer is on call via pager from 2200-0530.

c. Emergency care (defined as risk of life, limb, or eyesight) will be provided by the Madigan Army Medical Center Department of Emergency Medicine. Ambulance numbers are 968-1396 or 911.

d. GS and COMTek personnel are to use Medical Providers in the Tacoma/Lakewood area who have been approved by their own insurance carriers. This coordination should be accomplished prior to deployment to Ft. Lewis.

1. Transportation to Private Civilian Medical Providers in the Tacoma/Lakewood area will be provided by the Regiment/Committee/Section.

2. Emergency care (defined as risk of life, limb, or eyesight) will be provided by the Madigan Army Medical Center Emergency Room. Ambulance numbers are 968-1396 or 911. **(DoD is required to bill the insurance carriers)**

3. GS/COMTek employees should observe the same sick hours as the AD ROTC Cadre.

e. Dental Sick Call. Report to Warrior Forge Clinic (11D2), dental patients will be in-processed at Warrior Forge Clinic and transported to the Okubo Dental Clinic for care. Dental Sick Call will be conducted Monday-Friday during the following hours:

M-F 0530-0730	Cadets
M-F 0700-0900	Cadre and Support Staff

f. Dental Emergencies. Urgent care hours are 0730-1600, M-F at the Warrior Forge Clinic, patients will be transported to and from the Okubo Dental Clinic. Dental emergencies from the hours of 1600-0500 and week-ends/holidays will be seen at MAMC Emergency Department. Examples of dental emergencies include:

(1) Trauma to the face or mouth causing excessive pain, laceration, displaced teeth, or changing the way the jaws and teeth come together.

(2) Uncontrolled Bleeding, i.e., bleeding that is excessive and doesn't stop with simple pressure for 5-10 minutes, or bruising that continues to get larger or causes swelling.

(3) Pain or discomfort that prevents you from sleeping or wakes you up at night, or pain that makes it necessary to avoid chewing on the affected side and/or gets much worse when exposed to cold or hot foods or drink.

(4) Infection, as shown by significant swelling inside or outside of the mouth accompanied by a sick feeling and a fever, or pus draining from any area inside the mouth or on the face.

g. Routine Dental Care. Routine care (annual exam, teeth cleaning, non-emergency fillings, etc.) is only available for Active Component personnel and Reserve Component personnel on Active Duty for 30 days or more.

(1) Annual exams will be provided on a walk-in basis during normal hours of operation at the Okubo Dental Clinic, Monday-Thursday 0700-1630 hours and Fridays 0700-1530 hours. All other routine care will be provided by appointment.

(2) Personnel can make an appointment for routine care by calling 967-4989 or 967-4615, and ROTC personnel will be given the same priority for routine appointments as Ft Lewis personnel. Current wait time for routine care appointments for Ft Lewis personnel is 14-28 days.

(3) Prior to an appointment, the soldier will be required to undergo a dental exam to create a temporary dental record and establish current dental condition.

(4) Personnel requiring only routine care who report for Dental Sick Call or report without an appointment during normal hours will be given an appointment to be seen at a later time, and

returned to duty. The final determination as to whether a condition requires routine or sick call care will be made by the examining dentist.

h. Physical Exams (Active Duty Only): PROCEDURES FOR SETTING UP APPOINTMENTS FOR PHYSICAL EXAMS:

(1) Physical examinations will be available to cadre assigned to WF on an appointment basis, on Wednesdays and Thursdays (PM) for the period 07 June through 03 August 2006, excluding training and national holidays.

(2) Active Duty Soldiers must call the TRICARE Appt Line – 1-800-404-4506 – and identify yourself as ROTC CADRE (there is a designated schedule just for ROTC Cadre) tell them the type of physical you need (over 40, periodic, retirement, etc). TRICARE will instruct you on lab requirements. You must call the TRICARE Appt Line. Do not call the clinic directly.

SM's are required to set up two appointments:

Part I: Once you are scheduled, you will need to report to Okubo Clinic Lab (on a walk-in basis) 2-3 days before the appointment to have your labs drawn and to pick up a packet (lab tech will give this to you) with the appropriate forms which must be completed prior to coming to the appointment.

Part II:

- a. On day of scheduled appointment, report to Okubo Clinic with completed forms, your medical records (if available) and in PT clothes. **IF FORMS ARE NOT COMPLETED, YOU WILL BE ASKED TO RESCHEDULE YOUR APPOINTMENT.**
- b. Check in at Clinic Front Desk and have a seat in the waiting area (closest to the back glass doors). A medic will come to get you to do your vitals, audio, eye exam, etc. You will then see the health care provider who will complete your physical exam.
- c. Once the physical is completed, it will be reviewed and signed off by a Medical Doctor. In approximately five days you must return to the Okubo Clinic to pick up the original of your completed physical. It will be at the Clinic Front Desk in a file cabinet. Just tell the clerk you are ROTC Cadre needing to pick up your completed physical and they will have you sign a worksheet to verify when you picked it up.

**ALL ORIGINAL PHYSICALS MUST BE PICKED UP BY THE SOLDIER BEFORE LEAVING FT LEWIS. NO PHYSICALS WILL BE SENT TO UNITS OR HOME ADDRESSES. IF NOT PICKED UP, THEY WILL BE KEPT IN FILES FOR ONE YEAR THEN DISPOSED OF ACCORDING TO REGS.**

For more information call 967-7589, Okubo Health Clinic. POC: Judy Bartusch.

**4. Logistics/Transportation.**

a. Warrior Forge Logistics Office: 10D2 Logistics Officer: LTC Scott 967-7538, Deputy Logistics Officer: MAJ Nguyen 967-2189.

b. Supply: Warrior Forge Warehouse: Bldg F-10 966-6316



(1) ROTC Mission Support Commander (RSMC) units will receive and deliver the supply push package for each Regiment and Committee. This package is designed to sustain the unit for 14 days. The RSMC unit will replenish and purchase required items using IMPAC. Regiments and Training Committees must use the RSMC for re-supply and additional requirements.

(2) The WF Logistics, Supply Section (F-10 Warehouse) will support the WF HQ Staff as required with supplies and purchase requirements.

(3) Warrior Forge Central Issue Facility (CIF) will only support WF 2LTs and Cadets. All cadre and support staff must deploy with unit issued required TA-50 and equipment.

c. Dining Facility Support – POC Mr. Nielsen @ 967-6063:

(1) The primary dining facility for ROTC cadre (Committee/Staff) and USAR augmentee personnel is Located in Building 9C28.

Daily hours for WF Cadre DFAC 9C28 starting 20 May 2006 are:

Breakfast:	\$1.95	0600-0730
Lunch:	\$3.55	1130-1300
Dinner:	\$3.55	1630-1800

(2) The Eric Gibson Memorial Dining Facility is located at Bldg. P12430 (32d Div Rd and 19<sup>th</sup> Str.) may be used by ROTC cadre and USAR augmentees.

Daily hours for Eric Gibson Dining Facility are:

	MTWTF	TH	WKNDS/HOLIDAYS
Breakfast: \$1.95	0730-0900	0530-0700	0830-1000
Lunch: \$3.55	1130-1300	1130-1330	1200-1330
Dinner \$3.55	1700-1830	1700-1830	1600-1730

(3) Regimental cadre will dine at their respective Regimental Dining Facility. Hours and location will be posted in the Regimental area.

d. Warrior Forge Transportation. (See 2006 Warrior Forge SOP, Section D Logistics.)  
Transportation NCOIC: SFC Shaw 967-2615.

(1) Warrior Forge Transportation Section ROTC motor pool located at Building 2D19:

Non-Tactical Vehicles Dispatch: (0700-1830)  
Cadet Movement: First Movement - Last Movement  
North Fort Lewis On-Post Cadre Shuttle: (0530-2030)  
SeaTac Airport Reception Team: 0800-2000 (non-peak), 0800-2400 (peak days)

(2) Cadre Transportation to SEA-TAC following Warrior Forge. Contact the Warrior Forge ROTC TMP 966-4656/4657.

e. All vehicle operators must have completed the US Army Accident Avoidance Course prior to driving any vehicle at Warrior Forge. In additional, all those driving a 15 passenger van must complete the 15 Passengers Van course prior to operating a 15 passengers van. Both certificates must be presented along with a valid state issued driver's license prior to dispatch of 15 passenger vans from the WF Motor Pool.

f. Only USACC trained and licensed vehicle operators will be permitted to operate the Warrior Forge Gator Utility Vehicles. Contact Transportation NCOIC to schedule GUV training at 966-4687.

## 5. Training.

a. TAC Staff School (TSS) information: POC for TAC Staff School is LTC Hedegaard, Warrior Forge tel. 967-2917, or Mr. Allen Cuniff, tel. (253)967-6215.

<u>DATE</u>	<u>UNIT</u>	<u>BLDG</u>
28-30 May	1 <sup>st</sup> Regt	9D32
31 May-2 Jun	2 <sup>nd</sup> Regt	9D32
3-5 Jun	3 <sup>rd</sup> Regt	9D32
6-8 Jun	4 <sup>th</sup> Regt	9D32
9-10 Jun	FLRC	11D35
11-13 Jun	5 <sup>th</sup> Regt	9D32
12-13 Jun	Squad STX (I)	11D35
13-14 Jun	Squad STX (II)	11D35
14-16 Jun	6 <sup>th</sup> Regt	9D32
16-17 Jun	Patrolling STX (I)	11D35
17-18 Jun	Patrolling STX (II)	11D35
17-19 Jun	7 <sup>th</sup> Regt	9D32
20-22 Jun	8 <sup>th</sup> Regt	9D32
25-27 Jun	9 <sup>th</sup> Regt	9D32
28-30 Jun	10 <sup>th</sup> Regt	9D32
1-3 Jul	11 <sup>th</sup> Regt	9D32
4-6 Jul	12 <sup>th</sup> Regt	9D32

b. Regimental Activation Ceremonies: Everyone is cordially invited to attend any or all of the WF Regimental Activation Ceremonies (RAC) at 1600 hrs in the unit Regimental area. The activation ceremonies are as follows:

<u>ROTC Reg &amp; Ceremony Date</u>	<u>Affiliated Regiment</u>	<u>Regiment Nickname</u>	<u>Regiment Motto</u>
1 <sup>st</sup> Reg 6 Jun	37th FA	Striker	On the Minute
2 <sup>nd</sup> Reg 9 Jun	2nd CR	Dragoons	Toujours Pret (Always Ready)
3 <sup>rd</sup> Reg 12 Jun	3rd ACR	Brave Rifles	Brave Rifles
4 <sup>th</sup> Reg 15 Jun	20th IN	Sykes' Regulars	To the Limit
5 <sup>th</sup> Reg 20 Jun	5th IN	Bobcats	I'll try, Sir
6 <sup>th</sup> Reg 23 Jun	6th IN	The Regulars	Unity is Strength
7 <sup>th</sup> Reg 26 Jun	7th CAV	Garry Owen	The Seventh First
8 <sup>th</sup> Reg 29 Jun	8th FA	Automatic	Audacieux et Tenace (Daring and Tenacious)
9 <sup>th</sup> Reg 4 Jul	9th IN	Manchu	Keep up the Fire
10 <sup>th</sup> Reg 7 Jul	23rd IN	Tomahawks	We Serve
11 <sup>th</sup> Reg 10 Jul	11th ACR	Black Horse	Allons (Let's Go)
12 <sup>th</sup> Reg 13 Jul	33rd A	Men of War	Men of War
OCS Reg 29 Jul	116 <sup>th</sup> CAV	Snake River	Sine Mora (Without Delay)

c. Driver Training: Each Regiment/Committee/Section will assign an experienced vehicle operator to conduct drivers' training/vehicle familiarization for all WF personnel in their Reg/Committee/Section who are unfamiliar with the operation of large vans and trucks, as well as procedures required for operating GSA vehicles. Contact the Warrior Forge Transportation

NCOIC (966-4687) for training support materials and local GSA vehicle policies. This vehicle familiarization training must be accomplished prior to allowing personnel unfamiliar with operation of 15 passenger vans to drive these or other large cargo vehicles.

## **6. Information Management Office/Network Ops.**

a. IMD Assistance: The Western Region IMD Division is located at building 9D48 at the corner of F and 20<sup>th</sup> Streets on North Fort. IMD provides and supports all Warrior Forge computers, telephones, radios, copiers, cell phones, pagers, LCR cards, SOIs, CCIMS, and the Warrior Forge Telephone Directory.

b. All Staff Sections, Committees, and Regiments need to appoint a POC to contact the IMD Help Desk at 967-4609 to schedule an appointment to pick and sign for all communications equipment. Please ensure the POC will be at Warrior Forge for the entire supported period if possible.

c. CCIMS classes are available for all Staff, Committee, and Regimental personnel upon request. Mr. Pat Minton, Western Region CCIMS Administrator, will schedule a CCIMS class in the IMD classroom in Bldg 9D48 or at your location. Please contact the IMD Help Desk to schedule an appointment with Pat and designate a location.

d. Maintenance Issues with any IMD issued or leased equipment or service requirement please contact the IMD Help Desk to establish a trouble ticket and IMD will remedy the problem as soon as possible.

e. When logging off computer systems DO NOT shut off the machine, Computer systems need to remain on and connected to the network to receive vital updates by the network administrator.

## **7. Safety.**

a. Asbestos Information: Anyone finding a hole in either the wall or the doors of any building should immediately report it to Environmental Protection (Tom Curcia 966-4548). Environmental Protection will send out a representative to determine if asbestos exists and cover the hole.

b. WF Committee Risk Management Process. Referenced files can be found in the Safety folder on the Warrior Forge shared drive.

(1) Before. The required Risk Management Worksheet to be completed as you plan and execute training is CDT CMD Form 385-1-R-E, Apr 01. The supporting CDT CMD Reg 385-10 is available on the Right Site (<http://www.rightsite.usaac.army.mil/>), if required. After you have

developed controls and established implementation plans for identified hazards, your resultant residual risk will be Low, Moderate, or High. Low risk operations require the Committee Chief's approval and signature. Moderate risk operations require the WF Commander or Deputy Commander's approval and signature, which can be done at the Deputy Commander's rehearsal. High risk operations require the CG's approval, and every attempt will be made to establish additional control measures to mitigate high risk hazards to medium or low residual risk hazards.

(2) During. The required Daily Risk Assessment Update shall be completed each training day and as conditions change. The required Daily Risk Assessment Update form is Figure K-4, Section K (Safety), WF 05 SOP. If daily conditions result in an assessed residual risk higher than that recorded and previously Command approved on the 385-1-R-E, then the Committee Chief

will inform the WF Commander or Deputy Commander of the increased overall residual risk associated with the training and seek approval to conduct such training.

(3) After. Committee chiefs should conduct internal AARs with assigned personnel after each Regimental training iteration to determine the effectiveness of the established controls used to mitigate the risk associated with identified hazards. Those controls that were effective in mitigating risk should be re-emphasized and continued. Those controls that were ineffective in mitigating risk should be improved or replaced by more effective controls. Additionally, new hazards identified by ongoing training should be added to the 385-1-R-E, in which case new controls must be established to mitigate new risks. Look to injuries sustained by your cadets or cadre to identify previously unforeseen hazards.

c. Fire Safety Notes.

(1) 15-foot "no parking zone" around all buildings.

(2) Shred sensitive waste; no burning.

(3) Evacuate burning buildings immediately; do not attempt to fight the fire.

(4) Plug devices or power strips directly into wall sockets; no extension cords will be used in North Ft. Lewis buildings.

(5) No unauthorized hasty privacy curtains in barracks or buildings that block isles or exits.

d. 2005 Warrior Forge Accident Review Board Recommendations. Share these approved recommendations with your Committee / Section.

(1) Conduct new-driver training for Soldiers/civilians inexperienced in operating large vehicles such as the 15 passenger van or cargo van.

(2) At fault drivers will complete/re-do the Wheeled Vehicle Accident Avoidance (WVAA) Course following an accident.

(3) Soldiers found in violation of established traffic laws (Ft Lewis or local community) shall lose driving privileges for one week.

(4) Familiarize all drivers with WF Policy Statement #5.

(5) Unplanned or unanticipated road closures will create unforeseen traffic detours be prepared for detours.

(6) Use all mirrors to check rearward before reversing; manually turn to check blind spots before reversing; avoid reversing at intersections; and, use a dismounted ground guide when reversing. Use of a ground guide is REQUIRED when reversing 15 passenger vans or cargo vehicles with obscured rear and side vision.

**8. Chaplain.** Warrior Forge Chaplain. Bldg. 11D47, 967-1168, 967-5579, 966-5859.

a. Ft. Lewis Chaplain Web site: (Ft Lewis Chapel and Service Times)  
<https://ft.lewis.army.mil/chapel/servicetimes.htm>

b. Warrior Forge Religious Services:

JEWISH SERVICES: Friday at 1900 hrs / Chapel #5, bldg. #2270 (on main post)

GENERAL PROTESTANT: Sunday and Wednesday at 1930 hrs/ROTC Chapel #13 TD1147

CATHOLIC MASS: Sunday at 1800 hrs and Saturday Night Mass at 1700 hrs/ROTC Chapel #13 TD1147. CONFESSION: Sunday at 1700 hrs or available upon request. Please contact the ROTC WF Chapel at 967-1168 to schedule a time.

LATTER DAY SAINTS (LDS): 1900 Sunday Building 11D54 (Classroom behind the ROTC Chapel #13)

**9. Civilian Personnel Office (CPO):** Western Region HQ, Bldg 1010 Liggett Ave.

a. Western Region Civilian Personnel Office POC: Earl Kolb 253- 967-4511 or [earl.kolb@usacc.army.mil](mailto:earl.kolb@usacc.army.mil)

b. Time Sheets must be turned in to WF S-1 NLT 1400 on the First Sunday of each pay period.

c. GS Employee work schedule is 40 hours per week, 80 hours per pay period. The duty week is normally 5 duty days with 2 days off. Variations to the standard duty week must be scheduled in advance. Changes to published work schedules must be coordinated with the employee.

d. Overtime must be requested and approved in advance of requirement. Use DA Form 5172-R to submit requests for overtime authorization. Requests for GS Overtime will be submitted through the Warrior Forge Chief of Staff. Supervisors must submit requests for GS overtime a minimum of one pay period in advance of the date the overtime is to be used. Supervisors will not allow employees to work overtime without written approval. During Warrior Forge Compensatory Time (COMPTIME) is NOT authorized. All approved GS employee overtime hours will be paid as Overtime on the current pay period.

**10. COMTek.**

a. Western Region COMTek Office:

COMMUNICATION TECHNOLOGIES, INC.  
Western Region Cadet Command – Building 1010  
Fort Lewis, Washington 98433  
Toll Free: (866) 464-2768  
Local: (253) 912-1592  
FAX: (253) 912-1596

b. Contact Information:

Region Manager	Ray Rasmussen	<a href="mailto:rrasmussen@comtechnologies.com">rrasmussen@comtechnologies.com</a>
Operations Manager	Greg Hightower	<a href="mailto:ghightower@comtechnologies.com">ghightower@comtechnologies.com</a>
Recruiting Manager	James Mosebach	<a href="mailto:jmosebach@comtechnologies.com">jmosebach@comtechnologies.com</a>
H/R Manager	Mae Smith	<a href="mailto:msmith@comtechnologies.com">msmith@comtechnologies.com</a>
Administrative Assistant	Anne Snyder	<a href="mailto:asnyder@comtechnologies.com">asnyder@comtechnologies.com</a>

c. All COMTek employees reporting to Warrior Forge must check in with the COMTek representative in the Warrior Forge TOC, Building 11D39.

d. All COMTek employees should be familiar with COMTek Administrative Instructions #1 & #2.

## 11. Fitness Centers.

Wilson Fitness Center, (North Ft Lewis) D St and 41st Div.

❖ 0530-2100 M-F, 1000-1900 Sat, 1200-2000 Sun/Hol

McVeigh Fitness Center, (Main Post) Bldg 2160 Liggett Ave (Across from Post HQ)

❖ 0500-2100 M-F, 1000-1900 Sat, 1200-2000 Sun/Hol

Soldier's Field House (Division Area) Bldg 3207 2nd Div Rd and Handrich St.

❖ 0530-2100 M-F, 1000-1900 Sat, 1200-2000 Sun/Hol

## 12. Ft Lewis Libraries. <http://www.lewis.army.mil/DPCA/library/> Email, Web Access, Books, Periodicals and Special Programs.

a. Grandstaff Library (GL) Main Post Bldg 2109, Pendleton Ave (253) 967-5889

MON - WED 1000-2000 TH - SUN 1000-1800

b. Crittenberger Library (CR) Divisional Troop Area Bldg 3271, 2d Division Dr (253) 967-2824

TUES - TH 1200-1900 FRI - SAT 1200-1800

## 13. AAFES/MWR.

a. All Warrior Forge Personnel (AD, USAR, GS, Contractor) may use MWR facilities such as Fitness Centers, Fast Food Outlets, Golf Course and Club System.

b. Purchase at AAFES Retail Stores (Shoppette, PX, MCSS) is restricted to Active Duty, Military Retiree and USAR/NG on Orders. GS and COMTek Contractor personnel are not authorized to use Tax Free AAFES Retail Stores.

c. The Ft. Lewis MWR Web site is: <http://www.fortlewismwr.com/>

- ❖ Outdoor Rec/ Northwest Adventure Center (967-6263)
- ❖ Information Tour & Travel (ITT) (967-6169)
- ❖ Golf Course (967-6522)
- ❖ Bowling
- ❖ Paint Ball
- ❖ Fitness Centers
- ❖ Ft. Lewis Club System

d. Cadet PX (Bldg 9D21): 1700-2100 everyday 05 Jun -13 Aug 06.

e. North Ft Lewis Shoppette. 0500-2300 M-F, 0800-2300 S-S.

(1) Barber Shop: 0900-1800 M-F, 1000-1700 S-S.

(2) Laundry Service: 1000-1800 Everyday.

(3) Burger King: 0630-2100 M-F, 0800-1900 S-S.

(4) Pizza Hut and Blimpies: 1000-1400 M-F, 1100-1500 S-S.

(5) Main Street Espresso: 0630-1400 M-F

f. Main Gate Shoppette. 24 hours everyday.

(1) Burger King Express: 0630-1500 M-F.

(2) Crystal's Espresso: 0600-1900 M-S, 0800-1900 Sun.

(3) Godfather's Pizza: 1100-2000 M-F, 1130-2000 S-S.

- (4) Laundry and Dry Cleaning: 0700-1800 M-F, 0900-1700 Sat, 1200-1800 Sun.
- (5) Car Rental Office: 0900-1800 M-S, 1000-1700 Sun.

g. AAFES Mini-Mart. (Clothing Sales/Class VI) Liggett Ave and 12<sup>th</sup> St. (0730-2000)

- (1) Clothing Sales: 0900-1900 M-S, 1000-1700 Sun.
- (2) Class VI: 0900-1900 M-S.
- (3) Launderette: 24 hours everyday. (Coin Operated Machines)
- (4) Pizza Hut, Blimpies, Sunset Strips.

h. Ft. Lewis Main Exchange. 0900-2100 Mon – Sun.

- (1) Barbershop: 0900-1900 M-S, 1000-1800 Sun.
- (2) Cinnabon: 0830-2000 M-S, 1000-1900 Sun.
- (3) Frank's Franks: 1000-2000 M-S, 1000-1900 Sun.
- (4) Anthony's Pizza: 1000-2000 M-S, 1000-1900 Sun.
- (5) Taco John's: 1000-2000 M-S, 1000-1900 Sun.
- (6) Robin Hood Subs: 1000-2000 M-S, 1000-1900 Sun.
- (7) Manchu Wok: 1000-2000 M-S, 1000-1900 Sun.
- (8) Charly's Grill: 1000-2000 M-S, 1000-1900 Sun.

i. Club North (41<sup>st</sup> Div and C St.) (253) 964-0144:

Hours of Operation:  
Mon-Thur 1630-2400, Fri-Sat 1630-0200

j. American Lake Community Center (NCO Beach Rd.):

k. Cascade Community Center (South Division and Bitar Ave): 964-0331 or 967-4986.

Hours of Operation:  
Lunch: Mon-Fri  
11:00 am - 1:00 pm

Dinner: Tuesday-Friday  
5:30 pm - 8:30 pm

Bars: Monday-Saturday  
4:30 pm - Close

Sunday Brunch:  
10:00 am - 2:00 pm

l. Madigan Café and Latin Sensations (253-964-4054):

Hours of Operation:  
Breakfast and Lunch  
Monday-Friday: 7:00 am - 1:00 pm

Latin Style Entertainment on Friday Nights  
9:00 pm - 2:00 am

m. North-West Life Support; Ft Lewis Espresso Shops:

- Especially Espresso North Ft Lewis (Bldg 11589 17th St)  
0630-1630 Mon-Fri, 0800-1200 Sat, Closed Sun

- Main Street Espresso (North Ft Lewis Shoppette)  
0630-1400 M-F Closed Sat-Sun
- Especially Espresso Main Post (Bldg 2166 12th Div & Liggett next to ITT)  
0630-1400 M-F, 0800 – 1100 Sat, Closed Sun.
- Starbucks (Waller Hall)  
0630-1600 M-F Closed Sat-Sun
- Crystal's Espresso (Seattle's Best Coffee) (Main Gate Shoppette)  
0600-1900 M-S 0800-1900 Sun

n. Bowling Center: Main Post on Liggett Ave across from Waller Hall. 967-4661.

o. Carey Theater: Main Post on Liggett Ave across from Waller Hall. Schedule published monthly on MWR Website and posted in AAFES Exchanges.

<http://www.aafes.com/ems/conus/lewis.htm>

p. Ft. Lewis Golf Course: I-5 exit 116 (south of Dupont Gate). 967-6522  
Breakfast, Lunch and Dinner served in Club House.

q. Arts and Crafts Center: (Main Post) Bldg 5038 Pendleton and 2<sup>nd</sup> Ave. 967-5001.

#### **14. Key Warrior Forge Contact Information.**

a. Warrior Forge TOC. Bldg 11D39. 967-1767 and 967-6649

b. Warrior Forge Inspector General (IG). Bldg. 11D56, 966-6311, 966-6831.

c. Warrior Forge Equal Opportunity Representative (EO). Bldg. 11D32, 967-4513

d. Warrior Forge Chaplain. Bldg. 11D47, 967-1168, 967-5579, 966-5859.

e. Warrior Forge Command Sergeant Major. Bldg. 10D4, 967-3612

f. REGION Liaison Officers (LNOs): Duty hours: 0730-1830. Each school's Senior Institutional Representative (SIR) must sign in at the LNO office at 11D6 upon arrival at Ft, Lewis. LNOs are:

Eastern Region – LTC Kirkton: 966-5157, 966-1996

Western Region – LTC Satterlee: 966-1080, 966-1081

**15. Memorial Dedication Ceremonies.** USACC will conduct Memorial Dedication Ceremonies on the 1<sup>st</sup> Aid Assault Course, Leadership Reaction Course, Hand Grenade Assault Course and Combat Assault Course.

a. Warrior Forge Cadre who wish to attend the memorial dedication events will meet at Building 11D39 to take WF bus/shuttle to the Memorial Sites. There is very limited parking at these sites and this procedure will minimize vehicle congestion during the dedication ceremonies. The schedule for transportation to the venues is TBA.

b. The following is the schedule for the 4 memorial dedication ceremonies:

1. Captain Sean Grimes First Aid Assault Course: 0745 Tuesday 13 June 2006.

2. Captain Kimberly Hampton Field Leadership Reaction Course: 0745 Friday 16 June 2006.

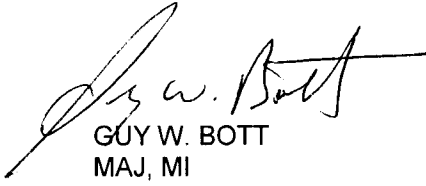


3. Captain Michael Tarlavsky Hand Grenade Assault Course: 0745 Saturday 17 June 2006.

4. First Lieutenant Nainoa Hoe Combat Assault Course: 1230 Thursday 22 June 2006.

c. For information on the Warrior Forge Memorial Dedications contact: LTC Poulton at 967-5659 or Ms Lee at 967-9571.

FOR THE COMMANDER:



GUY W. BOTT  
MAJ, MI  
Deputy Adjutant

DISTRIBUTION:  
CB